

Date Specifications - Maintain

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
5/18/05	Chylynn Hansel	Draft
5/19/05	Teresa Dillon	SME Review
	Heather Hanson	Training Review
5/19/05	Kathy Henry	Combined procedures from UP017 to create a single procedure
5/19/05	Teresa Dillon, Rena Cawyer	2 nd SME review, approval
5/20/05	Heather Hanson	Training review, approval
6/7/05		Agency Review
6/8/05	Chylynn Hansel	Update from review
7/12/05	Susan Amico	Internal Review
5/9/06	Chylynn Hansel	Edit – New name and update
8/28/06	Lesa Terry	Edit – Remove Related Procedures

Purpose

Use this procedure to adjust the *Date Specifications* infotype (0041) after updates in HRMS affect *Date Specifications* or an employee was on Leave Without Pay (LWOP) for more than 15 consecutive calendar days except when the leave without pay is taken for:

- Military leave of absence without pay as provided in WAC [357-31-370](#)
- Compensable work-related injury or illness leave
- Government service leave not to exceed two (2) years and one (1) month
- Educational leave, contingent upon successful completion of the coursework; and/or
- Voluntarily reducing the effect of an employer's layoff

Trigger

Perform this procedure when:

- There are updates in HRMS to various date specifications - for example; Periodic Increment Dates (PID), Seniority Dates, Appointment Dates.
- An employee was on Leave Without Pay (LWOP) for more than 15 consecutive calendar days.

Prerequisites

- Employee was on leave without pay for more than 15 consecutive calendar days or updates are required to dates in HRMS.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

In HRMS, when an employee receives a periodic pay increase, that date in the **Next Increase** field will no longer be displayed in the *Basic Pay* infotype (0008). Use this procedure to update the Date Specification for a prior Periodic Increment Date (PID).










After there have been adjustments to service dates, use this procedure to update the date specifications.

Leave accrual rates are determined by the anniversary date or unbroken service date; consult [WAC 357-31-165](#) or Agency Bargaining agreements for specifics.

For rules about adjusting Date Specifications, refer to:

- [WAC 357-31-345](#)
- [WAC 357-46-055](#)
- Agency bargaining agreements

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Related Procedures:

[Next Increase Date_Create](#)



Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

Maintain HR Master Data

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 20000406

3. Click  (Enter) to validate the information.
4. Click the gray box to the left of **Date Specifications** to select.
5. Click  (Copy) to copy and continue.

6. Perform one of the following:

If	Go To
You want to add a new date specification	Steps 7-10
You want to change a date specification	Steps 11-14

Copy Date Specifications (0041)

Copy Date Specifications (0041)

Personnel No. 20000406 Name Test Sarah

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

Start 02/01/2005 to 12/31/9999

Date type	Date	Date type	Date
01 Anniversary Date	02/01/2005	02 Appointment Date	02/01/2005
03 Original Hire Date	02/01/2005	05 Seniority Date	02/01/2005
07 Unbroken Svc. Date	02/01/2005	18 Prsnl HolidayElgblty	02/01/2005

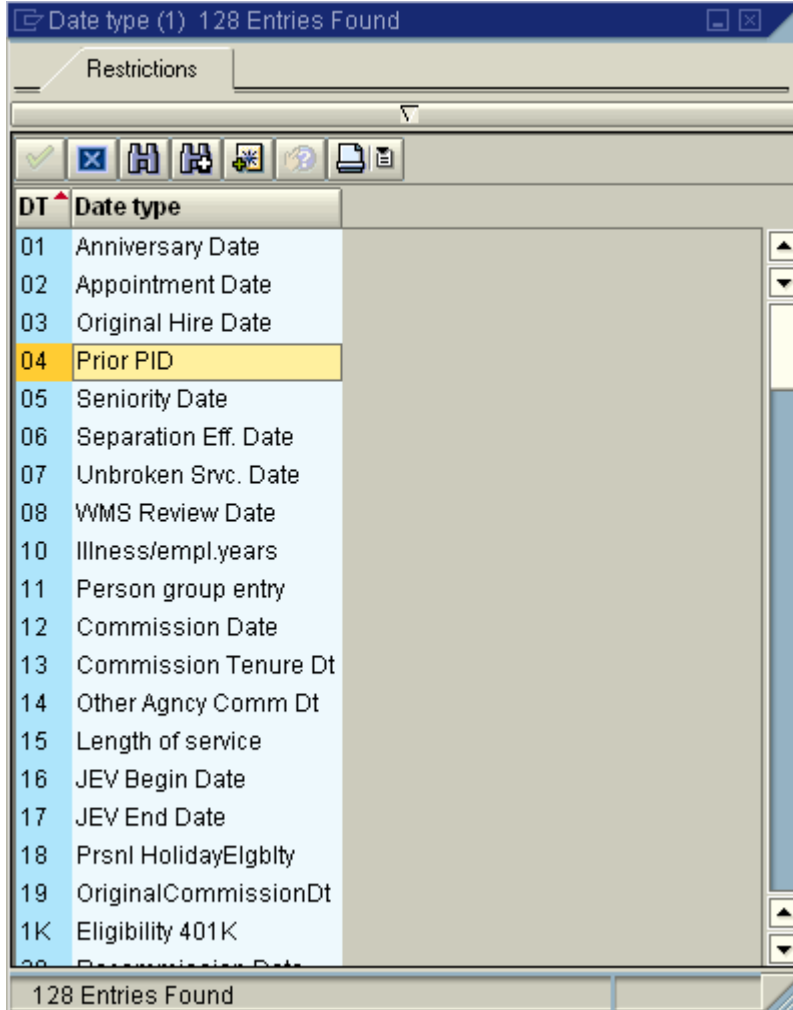
RD0 (1) (201) ssvaphrddci INS

7. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The creation date of the new record Example: 5/16/2005
Date type	R	The type of Date Specification. Example: 04 Prior PID
Date	R	The date assigned to the date type. Example: 03/01/2005


7.1 In the **Date type** field, click  (Matchcode) to open the selection list.

Date type (1) 128 Entries Found

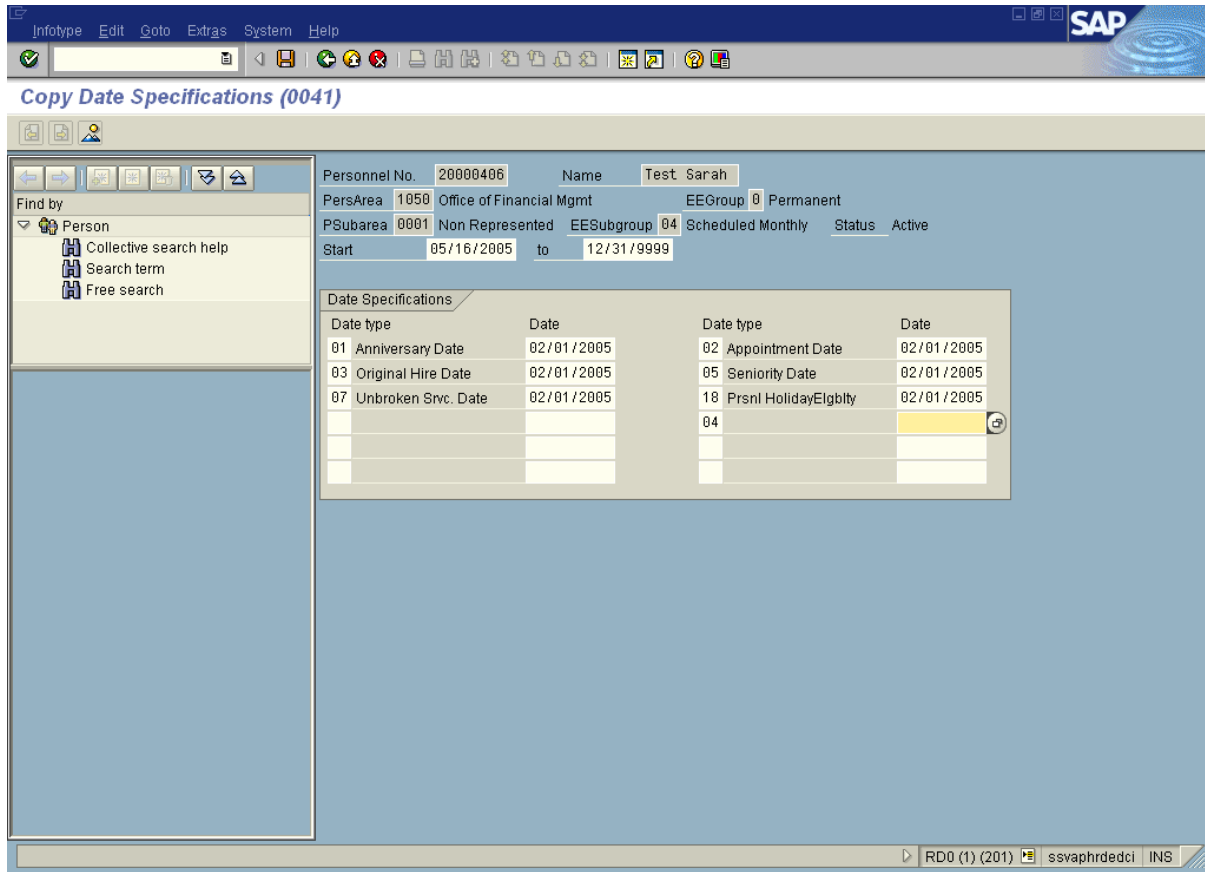


DT	Date type
01	Anniversary Date
02	Appointment Date
03	Original Hire Date
04	Prior PID
05	Seniority Date
06	Separation Eff. Date
07	Unbroken Svc. Date
08	WMS Review Date
10	Illness/empl.years
11	Person group entry
12	Commission Date
13	Commission Tenure Dt
14	Other Agncy Comm Dt
15	Length of service
16	JEV Begin Date
17	JEV End Date
18	Prsnl HolidayElgblty
19	OriginalCommissionDt
1K	Eligibility 401K
20	Reassignment Date

7.2 Click the appropriate **Date type** to select.

7.3 Click  (Copy) to accept.

Copy Date Specifications (0041)



The screenshot shows the SAP HRMS 'Copy Date Specifications (0041)' screen. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, Help. Below the menu is a toolbar with various icons. The main area is titled 'Copy Date Specifications (0041)' and contains a search bar on the left with options: 'Find by', 'Person', 'Collective search help', 'Search term', and 'Free search'. The right side displays the 'Date Specifications' table for Personnel No. 20000406, Name Test Sarah. The table has columns for Date type, Date, and Date type, Date. The data is as follows:

Date type	Date	Date type	Date
01 Anniversary Date	02/01/2005	02 Appointment Date	02/01/2005
03 Original Hire Date	02/01/2005	05 Seniority Date	02/01/2005
07 Unbroken Svc. Date	02/01/2005	18 Prsnl HolidayElgblty	02/01/2005
		04	

The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

7.4 In the **Date** field, enter the new date.

Copy Date Specifications (0041)

Personnel No. 20000406 Name Test Sarah


PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent


PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

Start 05/16/2005 to 12/31/9999

Date type	Date	Date type	Date
01 Anniversary Date	02/01/2005	02 Appointment Date	02/01/2005
03 Original Hire Date	02/01/2005	04 Prior PID	03/01/2005
05 Seniority Date	02/01/2005	07 Unbroken Svc. Date	02/01/2005
18 Prsnl HolidayElgblty	02/01/2005		

Record valid from 02/01/2005 to 12/31/9999 delimited at end RD0 (1) (201) ssvaphrddci INS

8. Click  (Enter) to validate the information.

9. Click  (Save) to save.

Copy Date Specifications (0041)



If the employee has been on LWOP for more than 15 consecutive calendar days, you need to adjust the following dates for the employee:

- Anniversary Date
- Unbroken Service Date
- Seniority Date

If the employee is **part-time** you will need to adjust the Seniority Date.

Consult [WAC 357-31-345](#), [WAC 357-46-055](#), and your agency's bargaining agreements to determine how to adjust the dates.

10. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The creation date of the new record Example: 5/16/2005

Title: Date Specifications - Maintain
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Start	R	The creation date of the new record Example: 5/16/2005
01 Anniversary Date	R	The date assigned to the Anniversary Date. Example: 02/17/2005
05 Seniority Date	R	The date assigned to the Seniority Date. Example: 02/17/2005
07 Unbroken Svc. Date	R	The date assigned to Unbroken Svc. Date. Example: 02/17/2005

Copy Date Specifications (0041)

Personnel No. 20000406 Name Test Sarah


PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent


PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

Start 05/16/2005 to 12/31/9999

Date type	Date
01 Anniversary Date	02/17/2005
03 Original Hire Date	02/01/2005
05 Seniority Date	02/17/2005
18 Prsnl HolidayElgblty	02/01/2005
02 Appointment Date	02/01/2005
04 Prior PID	03/01/2005
07 Unbroken Svc. Date	02/17/2005

Record valid from 02/01/2005 to 12/31/9999 delimited at end

11. Click  (Enter) to validate the information.

12. Click  (Save) to save.



The system displays the message, **Record created.**

State of Washington HRMS

File name:
DATE_SPECIFICATIONS.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 12/19/2008 9:42:00 AM

SAP Parent
Page 10 / 11

13. You have completed this transaction.

Result

You have updated the *Date Specifications* infotype (0041).